

**State Water Resources Control Board
Division of Financial Assistance**

PROJECT BUDGET FORM INSTRUCTIONS

Attachment B must be completed using both the "Task Budget" and "Line Item Budget" formats, as shown on Page 2. The information required is described below. Implementation projects require a minimum of 20 percent of the total project costs to be a funding match by the grant recipient. Project planning monitoring projects require a 50 percent match by the grant recipient. Match amounts must be shown on the budget summary. Attachment B should show total SWRCB dollars to be paid, the match required, and the total project cost.

Please note that Proposition 40 and Proposition 50 funded projects will be executed through the Grant Agreement process and will only require "Line Item" budgets. Section 319(h) funded projects will be executed through the Contract process and will require both "Line Item" and "Task" budgets. Section 319(h) projects also have Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) requirements. All expenditures must be reflected in the Task Budget. There will be no contingency costs allowed.

The **task budget breakdown** should include all components from the line item budget, such as: personnel services, operating expenses, travel, equipment purchase, professional and consultant services, construction and overhead.

The **line item budget breakdown** should be broken down into the following format:

Personnel Services

Personnel Services include: salaries and benefits for wage-earning personnel employed by the contractor and working on the project. Benefits, calculated as a percentage of salaries, are contributions made by the contractor for sick leave, retirement, insurance, etc. These services should be broken down by classification/title, rate of pay, and number of hours.

Operating Expenses

Operating Expenses include printing, postage, telephone, and supplies. Types of Operating Expenses must be listed.

Travel

Travel includes the cost of transportation, subsistence, and other associated costs incurred by personnel during the term of the project. Travel will be reimbursed at or below the rate allowed for State employees.

Equipment Purchase

Equipment is considered any one item over \$5,000. Anything under \$5,000 should be listed as a supply item under Operating Expenses.

Professional and Consultant Services

Professional and Consultant Services (subcontracts) include the costs for any consultants needed by the contractor to complete any or all tasks.

Construction

Construction expenses include the estimated costs of material and labor for capital improvements.

Overhead

Overhead consists of a reasonable percentage of all costs, not related to the project, to run your agency while completing your project. Overhead cannot be calculated against subcontracted services. Any overhead over 15% must be justified.

Agricultural Water Quality Grant Program

Project Budget Form

| TASK BUDGET: | | Grant Funds | Matching Funds | TOTAL |
|---|--|--------------------|-----------------------|--------------|
| List the Project Task identified to be performed in the Project Proposal below. For each task, show the costs that are proposed to be funded with grant monies, the tasks proposed to be funded with matching funds, and the corresponding total costs. | | | | |
| 1. | | * | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| Total Costs: | | \$ | \$ | \$ |

| LINE ITEM BUDGET: | | Grant Funds | Matching Funds | TOTAL |
|--|--|--------------------|-----------------------|--------------|
| List the Line Items corresponding to the proposed project below. For each Line Item, show the costs that are proposed to be funded with grant funding, proposed to be funded with matching funds, and the corresponding total costs. | | | | |
| 1. | Personnel Services (including benefits) (employed by the Applicant) <i>For Example:</i> <i>Principal Engineer</i> <i>Associate Engineer</i> <i>Word Processor</i> | Hours* | Wage/ Hour | Total |
| 2. | Operating Expenses <i>For Example: Supplies, Postage, Printing, and Telephone.</i> | | | |
| 3. | Travel <i>For Example: Transportation costs incurred by personnel.</i> | | | |
| 4. | Equipment Purchase <i>\$5,000 or greater per item</i> | | | |
| 5. | Professional and Consultant Services <i>List categories of services subcontracted</i> | | | |
| 6. | Construction <i>For Example: Materials and labor.</i> | | | |
| 7. | Overhead <i>Excluding "Professional and Consultant Services"</i> | | | |
| Total Costs: | | \$ | \$ | \$ |